

## **52/2 District Court**

5850 Lorac  
Clarkston, MI 48346  
248-625-5957  
248-620-6057 fax

### **Position Announcement**

## **Probation Officer I (Part Time)**

### ***Primary Duties and Responsibilities***

Conduct pre-sentence and/or alcohol evaluation interviews and prepare written reports, including sentencing recommendation. Monitor offenders sentenced to probation, involving client contacts, referrals to education and/or treatment or community resources, detailed record keeping and evaluation of offender progress. Initiate and conduct probation violation hearings, both formal and informal. Administer alcohol and drug tests. Prepare monthly probation caseload statistics.

### ***Qualifications***

Possess a Bachelor's degree with a major in Psychology, Social Work, Sociology, Criminal Justice, Human Resource Development, or a closely related field. Applicant will be expected to possess or obtain Michigan Addiction Fundamentals Exam (MAFE) and/or Certified Criminal Justice Professional (CCJP). Must pass the employment medical examination provided by Oakland County, successfully complete six month probationary period, and maintain a valid operator's license. Experience and/or knowledge in probation environment, interviewing, report writing, computer skills, counseling practices, communication with distressed people, and community resources are desired.

### ***Compensation***

Pay rate is \$18.28 per hour; no benefits.

Workday will be within the normal court business hours, 8:30-5:00pm

Position has a maximum of 1,000 work hours per calendar year.

Resumes will be accepted until November 25, 2013 at 9:00am. Submit resume and cover letter to Carol Bond, Probation Supervisor via e-mail at [bondcm@oakgov.com](mailto:bondcm@oakgov.com).